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Tab B

Clerical Training Course Schedules and Enrollment

<u>Course Titles</u>	<u>Hours</u>		<u>Number of Students</u>	
	<u>Per Day</u>	<u>Per Week</u>	<u>1955</u>	<u>1956</u> <u>1 Jan.-15 June</u>
Clerical Induction Training (New Employees)				
Shorthand	1 1/2	7 1/2	445	109
Typewriting	3/4	3 3/4	688	162
Geography	3/4	3 3/4	1296	411
Grammar	3/4	3 3/4	1251	411
Punctuation and Capitalization	3/4	3 3/4	1207	383
Word Usage	3/4	3 3/4	1038	354
Filing	3/4	3	811	412
Totals	6	29 1/4	1306	416
Orientation Training (Duration 2-3 days)				
Briefing	3/4			
Outside Speaker	3/4			
U.S. Gov't.	1 1/2			
Organization (CIA)	3/4			
Physical Layout (CIA)	40			
	min.			
Memos (CIA)	3/4			
Telephone Techniques	3/4			
Telephone Lab.	1			
Totals	6 25	6 25		
	min.	min.		
Classif. of Documents	1			
Use of CIA Forms	55			
	min.			
Communism	1 20			
	min.			
Agency Filing	1			
Orientation Test	20			
	min.			
Area Studies	3/4			
Office Protocol	25			
	min.			
Mechanism of Correspondence	55			
	min.			
Totals	6 40	6 40		
	min.	min.		

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	<u>Per Day</u>	<u>Per Week</u>	<u>1955</u>	<u>1956 1 Jan.-15 June</u>
Agency Corresp.	4			
Typing Shortcuts	1 1/2			
Discussion and Classif. of Notes	1			
Totals	6 1/2	6 1/2	Clerks 322 Typists, Stenos Sectys 800 1122	101 232 333

**Clerical Refresher Course
(Duration 4 Weeks)**

On Board Employees

Typewriting				
Techniques Review	1	5		
Advanced				
Typewriting	1	5		
Shorthand Theory				
Review	1 1/2	7 1/2		
Introductory				
Shorthand Dictation	1	5		
Intermediate				
Shorthand Dictation	1 1/4	6 1/4		
Advanced Shorthand				
Dictation	1 1/4	6 1/4		
English Usage	1 1/4	6 1/4		
Totals	8 1/4	41 1/4	602	760

Special Courses*

Math. (Duration 4 weeks)	1	2		11
FDD Typing (Duration 6 weeks)	1	4		17
Rhetoric Review (Duration 6 weeks)	1	2		10
Totals	3	9		38

* A number of special training activities were also conducted, by request of the operators: Typing Training for professional employees; specialized instruction in English usage and correspondence procedures; basic mathematics for statisticians; and special group and tutorial instruction concerning business machines and office procedures.

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